



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
OREGON STATE OFFICE
MANUAL TRANSMITTAL SHEET

Release 1-319

Date

March 2, 2004

Form 1221-2
(June 1969)

Subject

1112-1 – Safety and Health Management (Chapter 7)

1. Explanation of Material Transmitted:
This Manual Release Supplement transmits a new supplement to the
BLM Safety and Health Management Handbook.
2. Reports Required: None.
3. Material Superseded: None.
4. Filing Instructions: File as directed below.

REMOVE:
None

INSERT:
Insert at end of Chapter 7

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**SAFETY RECOGNITION
AND
AWARDS PROGRAM**

OR/WA Supplement to BLM Manual Handbook 1112-1
Safety and Health Management

**FEBRUARY 2004
Oregon State Office**

OR/WA State Safety Recognition and Awards Program

7.4.1 Policy Statement

The State Safety Council will recognize individual employees or employee groups who have demonstrated superior safety performance in Safety and Occupational Health leadership skills and promotional efforts. Each District will establish safety recognition and award programs specific to District needs.

7.4.2 Purpose

The purpose of the program is to recognize and reward those employees who take an active role in the Safety Program and demonstrates an awareness and concern for personal safety as well as the safety and welfare of fellow employees and the visiting public.

This safety recognition program is intended to assist in creating a safer working environment for all employees through reducing or eliminating the cause(s) of work place accidents.

This program applies to all Bureau of Land Management (BLM) employees, contractors, volunteers, and Forest Service employees of Interagency Offices. Individual employees or groups may be nominated for an award from the State Safety Council.

7.4.2 State Recognition Awards

A. Individual Safety and Health Achievement Award

This award is designed to recognize individual contributions. Nominations are accepted from any employee and submitted to the State Safety Manager through the immediate supervisor, Branch Chief, or District Manager for consideration at the quarterly State Safety Council meeting. Only written nominations are accepted.

Contributions may involve, but are not limited to, the following:

- Demonstrating overall safety awareness through daily activities such as wearing proper personal protective equipment, participating in safety briefings, and following or enforcing compliance with safety requirements.
- Demonstrating safe work practices regarding motor vehicle operations, tool handling, equipment loading and hauling, etc.
- Personal involvement in established safety programs.
- Encouraging other employees to work safely, reporting unsafe working conditions, initiating corrective action for identified safety hazards, attending safety meetings and training sessions, conducting tailgate safety briefings, etc.
- The submission of safety suggestions.
- Significant contribution to improving thru overall district/state safety record during the award period demonstrated by serving on safety committees, maintaining safety records, or ensuring the establishment of Job Hazard Analysis (JHAs) for each employee.
- Conducting and documenting regular inspections for vehicles, project sites, and work stations.

B. Unit Safety and Health Award

This award recognizes districts, branches, offices, crews, or work groups who have made noteworthy contributions to the Safety and Occupational Health Program through the immediate supervisor, Branch Chief, or District Manager for consideration at the quarterly State Safety Council meeting. Only written nominations are accepted.

Contributions may involve, but are not limited to, the following:

- Consistent demonstration of safety awareness thru safe work practices, identified by orderly work sties, the wearing of proper protective equipment, appropriate equipment handling, an accident-free driving record, etc.
- Ensuring that all Risk Assessments are completed for all employees and reviewed annually.
- Involvement in safety programs such as encouraging employees to work safety, reporting unsafe working conditions, initiating corrective actions for identified hazards, completing safety initiative, etc.
- The submission of safety suggestions.
- An identified improvement in the unit safety record during the award period
- Significant contributions to the BLM Safety Program, such as serving on unit/state safety committees, contributing to safety plans, maintaining safety training records, developing Risk Assessments.
- Conducting and documenting regular inspections of vehicles, project sites, and/or work areas.

7.4.3 Award Period

The award period for both individual and unit awards encompasses recognition for the twelve months prior to the awards submission. If no candidate(s) are submitted for an award, the award will be suspended for that period.

7.4.4 Nomination, Notification, and Funding

The State Safety Council will consider all nominations for safety awards at the first regularly scheduled meeting following receipt of nominations. The State Safety Manager will accept nominations at any time.

District/Oregon State Office whose employees are selected for an award will be notified in writing by the State Safety Council Chair and will receive a certificate signed by the State Director/Associate State Director, accompanied by an appropriate safety award as determined by the committee, to be given to the employee at an appropriate time and place. The State Directors Office will budget funds for safety awards.